



# Federal Programs and Oversight Data Manual

Tennessee Department of Education | January 2022

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## Overview

The Federal Programs and Oversight (FPO) Data Manual is designed for attendance, enrollment, federal programs, special education, and technology staff who work with FPO data in student information systems (SIS) and Education Information System (EIS). The manual will increase users' understanding of the data definitions, reporting requirements, and EIS research queries for economically disadvantaged, English learner, foster care, homeless, immigrant, juvenile justice, migrant, military dependent, runaway, students with disabilities, and Title I students.

Local education agencies (LEAs) and the Tennessee Department of Education (department) use data from EIS, ePlan, and surveys to:

- identify changes affecting students, teachers, schools, and LEAs,
- enhance planning and decision making,
- maximize funding allocations, and
- meet reporting requirements.

## FPO Contacts

If you have a question about a specific type of data, please contact the staff member listed below.

- Trish Kelly ([Trish.Kelly@tn.gov](mailto:Trish.Kelly@tn.gov)): Data Manager
- Brinn Obermiller ([Brinn.Obermiller@tn.gov](mailto:Brinn.Obermiller@tn.gov)): Title IV, Title V
- Danny Bounds ([Danny.Bounds@tn.gov](mailto:Danny.Bounds@tn.gov)): Equitable Services, Title II
- Debby Thompson ([Deborah.Thompson@tn.gov](mailto:Deborah.Thompson@tn.gov)): Title I
- Erin Christian ([Erin.Christian@tn.gov](mailto:Erin.Christian@tn.gov)): Foster Care, Non-Traditional Education Programs
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- Melissa Brown ([Melissa.Brown@tn.gov](mailto:Melissa.Brown@tn.gov)): ePlan
- Scott Indermuehle ([Scott.Indermuehle@tn.gov](mailto:Scott.Indermuehle@tn.gov)): Foster Care, Non-Traditional Education Programs
- Terry Garrett ([Terry.Garrett@tn.gov](mailto:Terry.Garrett@tn.gov)): Migrant
- Vanessa Waters ([Vanessa.Waters@tn.gov](mailto:Vanessa.Waters@tn.gov)): Homeless, Immigrant

## Required Federal Reporting

The categories listed below are required data for federal reporting.

- *English Learners*
  - *English Language Background (L, W, 1, 2, 3, 4, F, N)*
  - *Language, Grade, Sex, Race-Ethnicity, Disability Status*
  - *Achievement and English Language Proficiency Test Results*
  - *ESL Teachers and Type of ESL Program*
- *Foster Care*
  - *Achievement Test Results and Graduation Cohort*
- *Homeless*
  - *Homeless Enrolled and Primary Nighttime Residence*
  - *Homeless Served by McKinney-Vento Funds*
  - *Homeless Unaccompanied Youth*
  - *Age/Grade, English Learner (EL), IDEA, Migrant*
  - *Achievement Test Results*
- *Immigrant*
  - *Date First Enrolled in U.S. School*
  - *Grade, Sex, Country of Birth, Language*

- *Migrant*
  - *Age/Grade (Pre-K, K-12, Out-of-School Youth)*
  - *Sex, Race-Ethnicity, Disability Status*
  - *Achievement and English Language Proficiency Results*
  - *Qualifying Arrival Date (QAD), Program Type/Period*
- *Military Dependent*
  - *Achievement Test Results*
- *Neglected & Delinquent*
  - *Age-Grade, Sex, Race-Ethnicity, Disability Status, English Learners*
  - *Academic and Vocational Outcomes*
- *Rural Education Achievement Program (REAP) and Rural Low-Income Schools (RLIS)*
  - *Programs, Funding, Goals, and Outcomes*
- *Title I*
  - *Schoolwide (SW) and Targeted Assistance (TA) by Grade*
  - *Race-Ethnicity, IDEA, EL, Homeless, Migrant*

### ***Types of Counts***

- *Level*
  - *State*
  - *LEA*
  - *School*
- *Time Frame*
  - *October 1*
  - *School year*
  - *Assessment test period (e.g., TNReady, WIDA)*

### ***Data Collected in Surveys and ePlan***

- Private school students participating in Title I
- Rural achievement and low-income school programs
- Students served in Title I, Part A Local Neglected Programs
- Students served in Title I, Part D, Neglected and Delinquent Programs

## EIS

EIS is:

- the department's operational database,
- the primary data source for federal reporting requirements, and
- updated nightly with data transmitted from LEA student information systems (SIS) and other databases that contain student, teacher, school, and LEA data.

### *Starting and Ending the School Year*

- At the beginning of the school year or enrollment:
  - For student classifications and other fields that are tied to enrollments, enter begin date as the enrollment date or the date the status begins (depending on the situation).
  - Be sure to satisfy the ADM audit report requirement that students have at least one student classification. One way to meet this requirement is to use the Regular (R) student classification for students who do not have another student classification. Another way is to use the Regular (R) student classification for all students. Or use another approach that meets your needs.
- If the student classification placement/status ends during the school year, enter the student classification end date as the date the status ends.
  - For example, suppose Tom is a general education student who enrolls in the LEA in August. In October, Tom is placed in the Bedford County Juvenile Detention Center (JDC01). His first day in the facility is October 12 and his last day is October 18.
    - The JDC01 student classification begin date is October 12, the date the status begins.
    - The JDC01 student classification end date is October 18, the date the status ends.
- For students who complete the year, an end date can be used (e.g., 5/28/22 for SY 2021-22) or the end date can be left blank. The blank value indicates that the student completed the year. Check with your SIS vendor on which approach works best for your SIS package.
- Student classifications and other fields identify students as part of subgroups for accountability, funding, reporting, and other purposes; do **not** remove student classifications and other fields at the end of an enrollment or school year.
- Do **not** roll over student classifications and other fields that are tied to enrollments to the next school year.
- Name, date of birth, native language, immigrant status, and other fields that are a permanent part of the student record may roll over to the next school year.

### *Extract 40: Changes in Values*

- For birth country, immigrant, and year entered 9<sup>th</sup> grade:
  - When LEAs change the previously submitted value, EIS will generate an informational error message that contains the previous value and a request to confirm the new value.
  - If the new value is correct, no further action is needed.
  - If the new value is incorrect, please revise your data in SIS and restage your data in EIS.
- Date first enrolled in U.S. school **cannot** be uploaded as **blank** if:
  - English language background was **L, W, 1, 2, 3, 4, F, or N** in 2017-18 or later; or
  - the immigrant flag was **Y** in 2017-18 or later.
- Native language will **not** upload as **blank** or **ENG** if English language background was **L, W, 1, 2, 3, 4, F, or N** in 2017-18 or later.
- Other changes to date first enrolled in U.S. school and native language will generate informational error messages that include the previous value and a request to confirm the new value, but records will not be blocked from uploading to EIS.

## Cross Validation of Extracts 40 and 41

Since the business rules for date first enrolled in U.S. school and native language on extract 40 are tied to the English language background (ELB) classification on extract 41:

- English language background (ELB) is a required field on extracts 40 and 41 for 2017–18 and subsequent years.
- English language background (ELB) is set and edited on extract 41.
- English language background (ELB) is included on extract 40 only for validation.
- Extracts that include blank or invalid ELB values generate fatal errors and will not load.

## Checking Your Data in SIS and EIS

- Regularly review your LEA's data in SIS and EIS.
- Take advantage of online and on-site opportunities to learn about your SIS and EIS.
- If your LEA permits staff to access EIS, request a login.
- If you are not able to obtain an EIS login, collaborate with program, attendance, and technology colleagues and EIS contacts.
- Use the EIS Research Queries to compare the data in EIS with the data in your SIS.
- Correct discrepancies in SIS, and upload revisions to EIS.
- Keep in mind that discrepancies might be due to processing errors that prevent your data from uploading from your SIS to EIS.
- EIS contacts should check for three types of upload errors:
  - block approval errors,
  - dynamic errors, and
  - extract file errors.

## EIS Home Page

<https://www.tn.gov/education/lea-operations/education-information-system-eis.html>

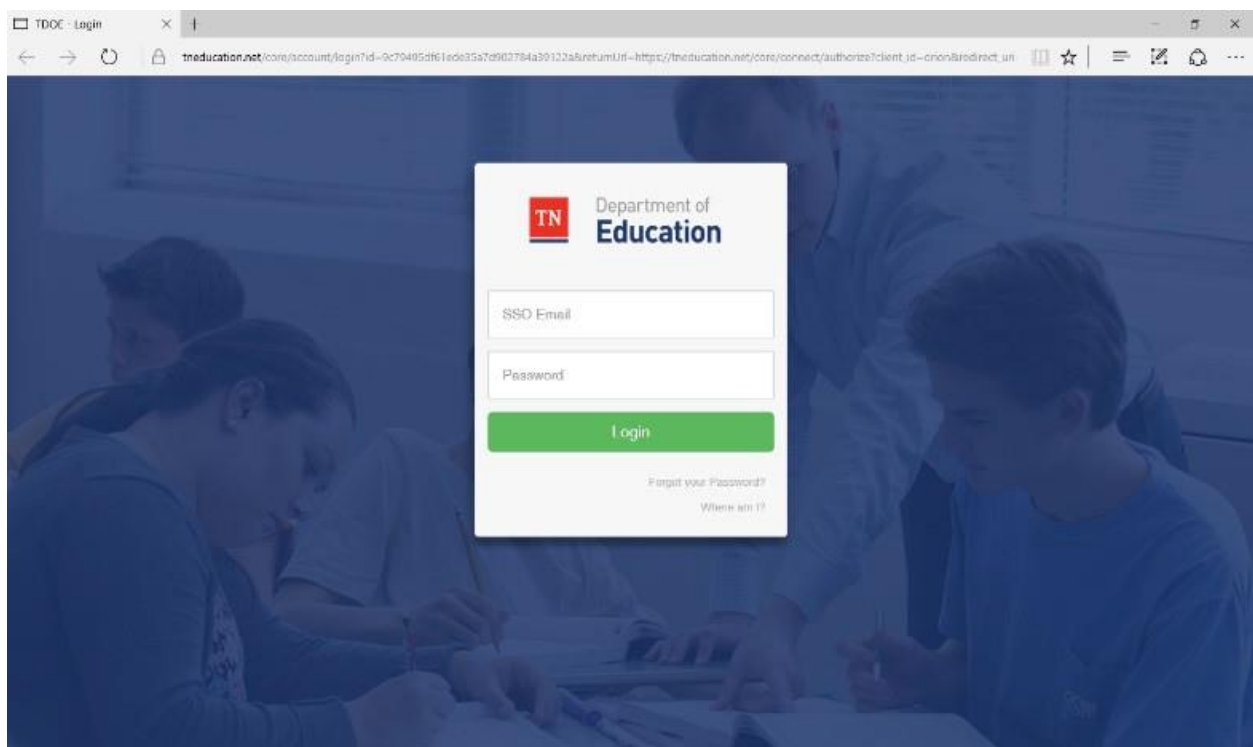
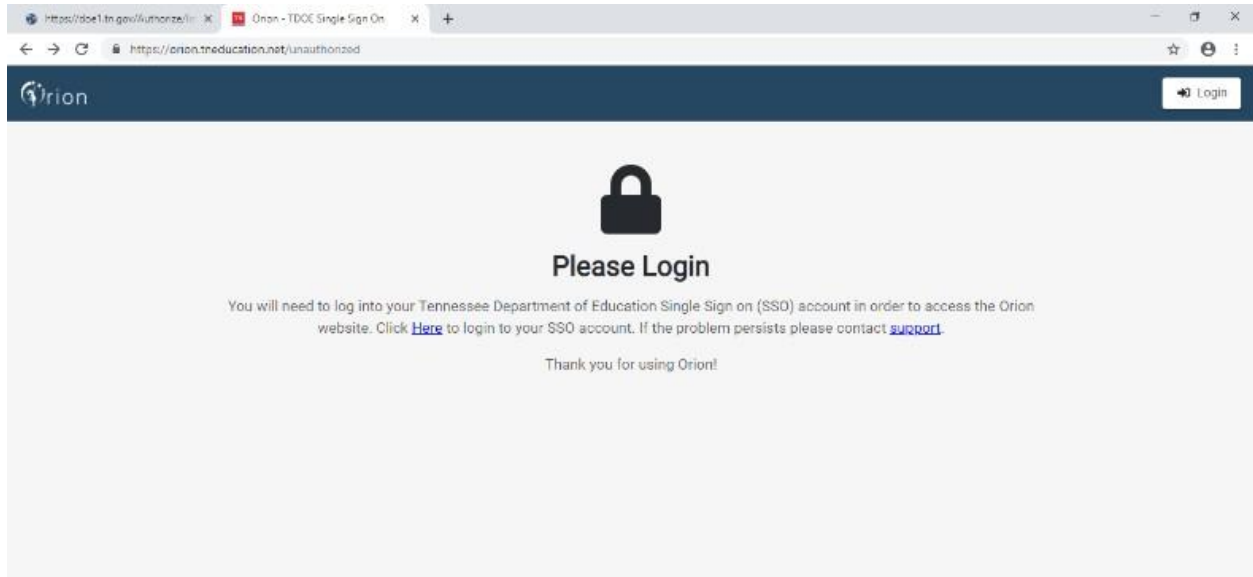
The screenshot shows the EIS home page with a navigation bar, a COVID-19 vaccine banner, and a main content area with links to various resources and contact information.

The EIS home page contains many valuable resources.

- EIS Access Form
- EIS Contact List
- EIS Login
- Data Dictionary & Appendices
- Extracts
- District Technology Support Contacts: [DT.Support@tn.gov](mailto:DT.Support@tn.gov) | (800) 495-4154 or (615) 532-6215

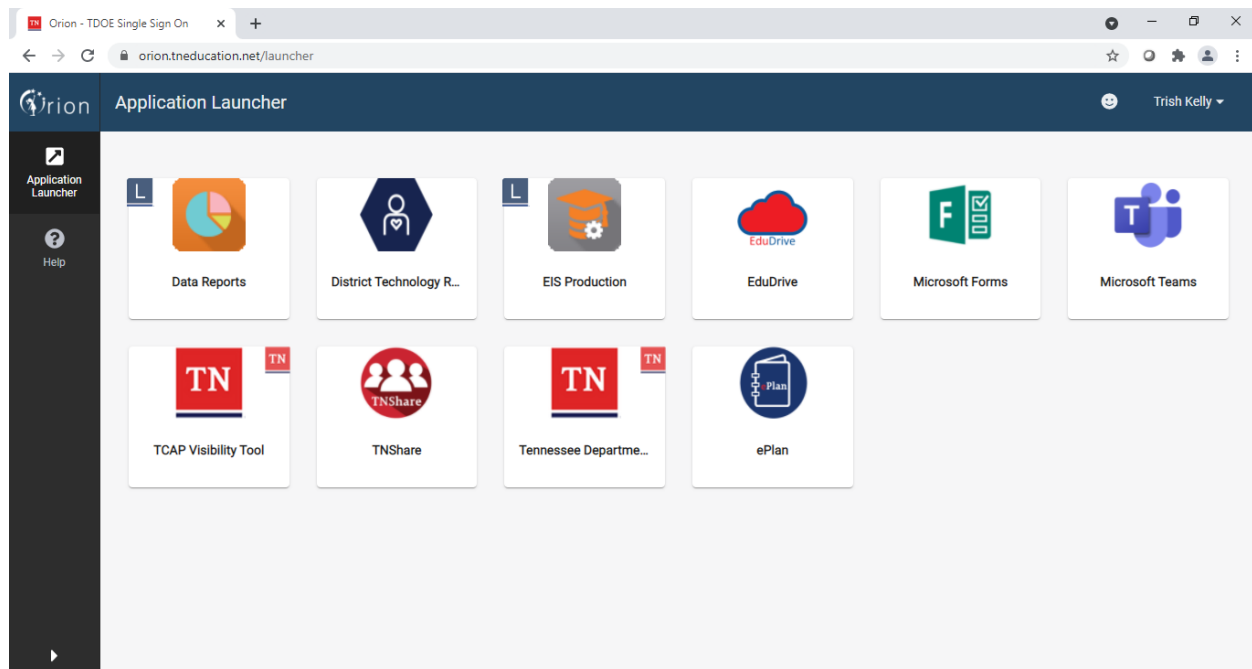
## EIS Login: Single Sign-On (SSO) Page

- Use this link to access EIS via the single sign-on (SSO) page: <https://orion.tneducation.net>.
- Click here on the Please Login screen.
- Enter your SSO email address and password on the next screen.
- For additional information on SSO, please click [here](#).



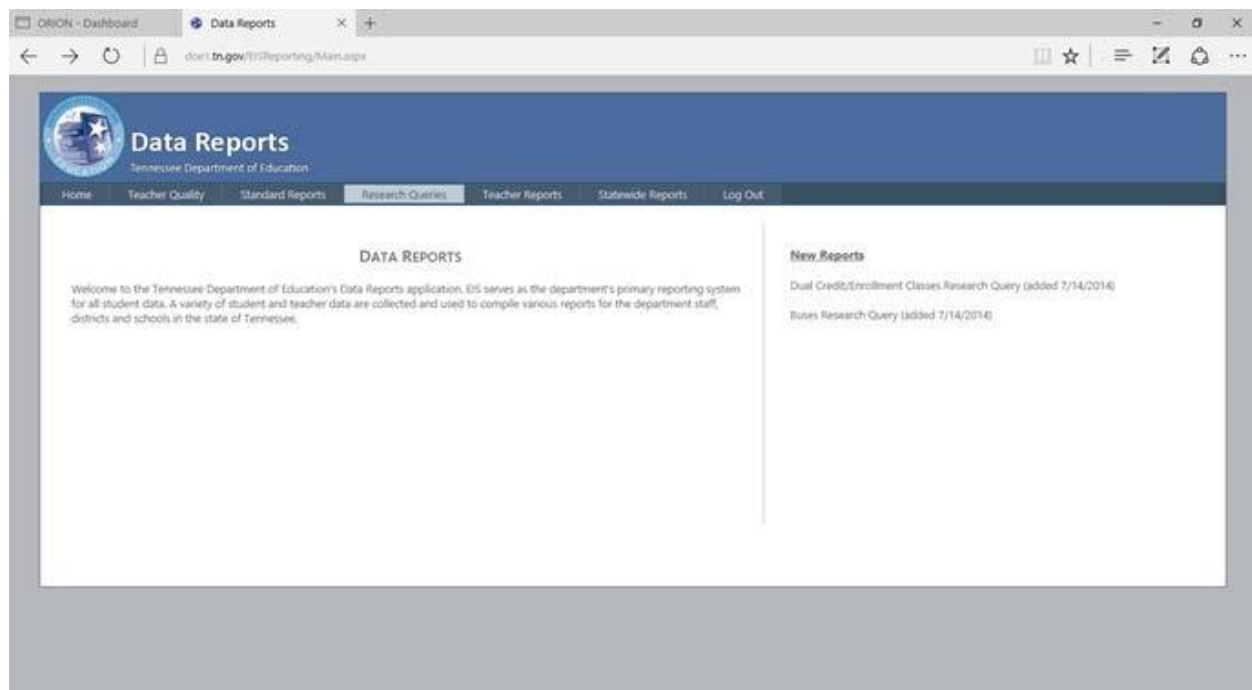
## Applications: Single Sign-On Login

- To check your FPO data, choose Data Reports from the application icons.

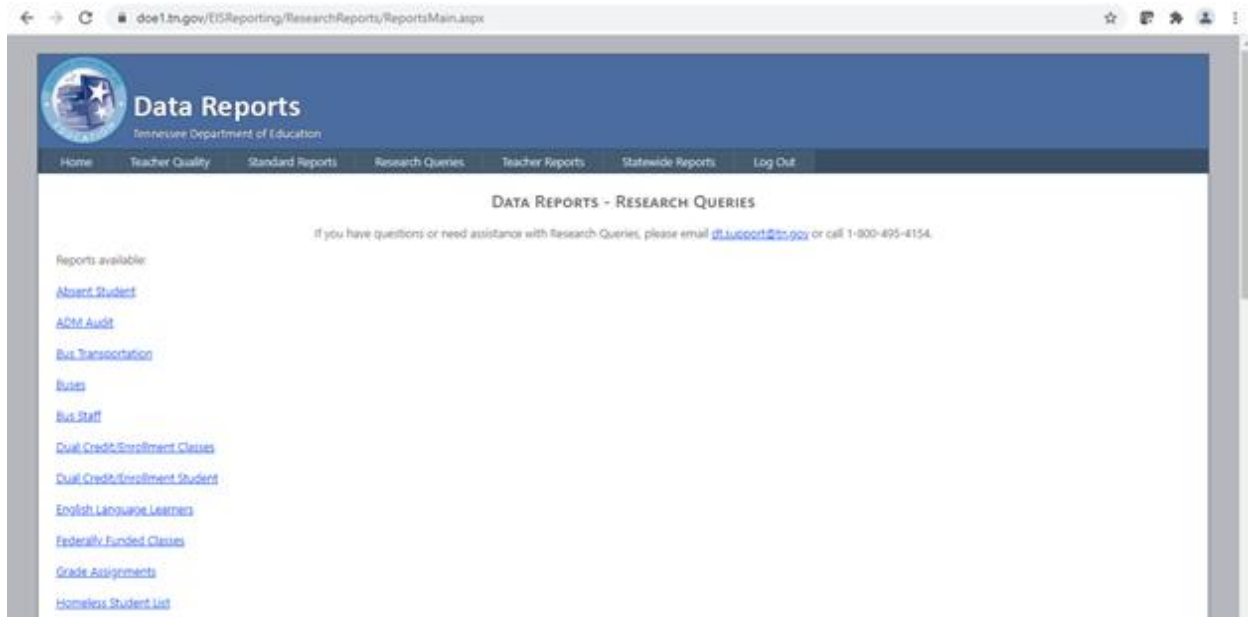


## Research Queries

- On the Data Reports screen, select **Research Queries**.



- Select one of the Research Query options on the left side of the screen.



- To review FPO data, use the research queries listed below.
  - English Language Learners
  - Homeless Student List
  - Immigrant Students
  - Staff Current Assignments
  - Student Classifications
  - Student Withdrawals
  - Targeted Assistance List

### Viewing and Downloading EIS Data

- Select one of the research queries. (The English language learner research query is shown below.)
- **Enter the year as the fall part of the school year.**
  - **Use 2021 for 2021–22.**
  - **Use 2020 for 2020–21.**
- In the School box, select a School or All Schools for a LEA report.
- Choose other filters (e.g., grade, gender, race-ethnicity) if desired.
- To run the query, select View Report (right side of the page).
- To download the data in CSV or Excel format, select the file icon to the right of Find | Next.
- Choose Open or Save to view the data.
- The research query results follow a standard format.
- School and student identifiers are on the left.
- The variables of interest are on the right.

# Reconciling FPO and Other Counts with EIS Data

## ***EIS Data Downloads***

- EIS is a transactional database. As a result, Excel and CSV files downloaded from EIS research queries contain no shows, duplicate records, multiple enrollments, and varying enrollment periods.
- To validate the unduplicated LEA-level and school-level counts that FPO and other teams provide, you must adjust the data downloaded in EIS research queries for no shows, duplicates, multiple enrollments, and count period.
- The remainder of this section provides suggestions for making these adjustments. However, you may use any approach that meets your needs.

## ***No Shows***

- No shows are students whose enrollment rolled over to the next school year but who did not matriculate that year.
- No shows must be excluded from your counts.
- No shows are primarily a concern for “for the year” counts rather than “day of” counts (e.g., Oct. 1 counts) due to the way LEAs flag no shows.
- LEAs use two main ways to identify no shows.
  - Enrollment date equals withdrawal date.
  - Withdrawal date is less than or equal to the school attendance start date (or variant of same).

## ***Enrollment Date Equals Withdrawal Date***

### *Identifying No Shows*

- Open the Excel or CSV file, add a new column at the far right, and insert No Show as a column header in row 1. For this example, the no show column will be referred to as column I.
- In cell I2, enter a formula that flags records in which enrollment date equals withdrawal date.
  - For this example, enrollment date is in column F, withdrawal date is in column G, and the first row contains column headings.
  - In cell I2, enter: =IF(F2=G2, “Y”, ””).
- Copy the formula to the rest of the column.
  - Right-click on the bottom right-hand corner of the cell.
  - When the black cross appears, drag it down the rest of the column.
- **Y** will appear in the No Show column for records in which enrollment date equals withdrawal date. Other records will be **blank**.

### *Removing No Shows*

- Sort to group the no show records.
  - Highlight **all** of the data.
  - Select Data / Sort / Custom Sort / Sort by No Shows (Z to A).
- Delete the no show records.
  - Highlight the no show records (records with **Y** in the no show column).
  - Select Delete / Entire Row / OK.

## ***Withdrawal Date Less than or Equal to the Attendance Start Date (Or Variant)***

### *Identifying No Shows*

- To use this method, you must know or have access to attendance start dates because they do not appear in EIS research query results.
- Open the Excel or CSV file, add a new column at the far right, and insert Attendance Start Date as a column header in row 1. For this example, the attendance start date column will be referred to as column J.

- Insert attendance start dates in column J.
  - If attendance start dates vary by school, sort your data by school before inserting attendance start dates.
    - Highlight **all** of the data.
    - Sort by school ID.
      - Select Data / Sort / Custom Sort / Sort by School ID (lowest to highest).
- Add a new column to the right of the attendance start date column and insert No Show as a column header in row 1. For this example, the no show column will be referred to as column K.
- In cell K2, enter a formula that flags records in which withdrawal date is less than or equal to school attendance start date.
  - For this example, withdrawal date is in column G and the first row contains column headings.
  - In cell K2, enter: =IF(G2<>"",G2<=J2).
- Copy the formula to the rest of the column.
  - Right-click on the bottom right-hand corner of the cell.
  - When the black cross appears, drag it down the rest of the column.
- No shows are flagged as **TRUE** in the No Show column for records in which withdrawal date is less than or equal to school attendance start date. **FALSE** will appear for records that are not no-shows.

#### *Removing No Shows*

- Sort to group the no show records.
  - Highlight **all** of the data.
  - Select Data / Sort / Custom Sort / Sort by No Shows (Z to A).
- Delete the no show records.
  - Highlight the no show records (records with **TRUE** in the no show column).
  - Select Delete / Entire Row / OK.

### **Unduplicated LEA-Level Count**

#### **Identifying Duplicate Records and Multiple Enrollments**

- Highlight **all** of the data.
- Sort by state ID.
  - Select Data / Sort / Custom Sort / Sort by State ID (lowest to highest).
- If desired, add a second sort level. Choose Add Level (on the left side of the screen).
  - To sort by most recent enrollment, select Begin Date (newest to oldest).
  - To sort by school, select School ID (lowest to highest).
- To highlight students with more than one record, highlight the state ID column (column A).
  - Select Home / Conditional Formatting / Highlight Cell Rules / Duplicate Values.
  - Select OK. Duplicate records will be highlighted in red.
- Review the data.

#### **Removing Duplicate Records and Multiple Enrollments**

- Remove no shows (if not done previously).
- Highlight **all** of the data.
- Select Home / Data / Remove Duplicates.
- Select Unselect All.
- Select State ID.
- Select OK to remove duplicate records.

## ***Unduplicated School-Level Count***

### ***Identifying Duplicate Records and Multiple Enrollments:***

- Follow the steps for identifying duplicate and multiple enrollments for unduplicated LEA-level counts.

### ***Removing Duplicate Records and Multiple Enrollments***

- Remove no shows (if not done previously).
- Highlight **all** of the data.
- Select Home / Data / Remove Duplicates.
- Select Unselect All.
- Select State ID / School ID.
- Select OK to remove duplicate records.

## ***Count Period***

- The procedures described above produce unduplicated LEA-level and school-level counts of students enrolled any time during the school year, counts that are required for various subgroups for federal reporting.
- To produce a count of students enrolled on Oct. 1, use formulas, conditional formatting, or sort procedures like those described above to identify and exclude students who withdrew before Oct. 1 or enrolled after Oct. 1.
- To produce a count of students enrolled during an assessment test period, use formulas, conditional formatting, or sort procedures like those described above to identify and exclude students who withdrew before the test period or enrolled after the test period.

# Confidentiality and Data Security

## **FERPA**

- Student-level data are subject to the Federal Educational Rights and Privacy Act (FERPA) and must remain confidential.

## ***Storing and Securing Data***

- Never include student-level data in regular email.
- Do not save student-level data on laptops, hard drives, thumb drives, or other portable devices.
- Use a secure server/network to store and transfer student-level data.
- At the end of your session, delete the data (including recycling bin/trash) or move to a network folder or another secure site.
- Lock or log off your computer when you leave your desk.
- Do not share log-in information with anyone.

## ***Password Protection in Excel***

- If you save the data, choose Save As to save in Excel.
- Add password protection to enhance the security of the file.
  - Select: File / Protect Workbook / Encrypt with Password.
  - Enter a password. (Choose something confidential and easy to remember. Include lower case and upper case letters as well as numbers.)
  - Re-enter password to proceed will appear. Re-enter your password. (This is a validation measure. The password must appear exactly the same as in the initial entry.)
  - When you open the file, you will receive a message: File.xls is protected. At the Password prompt, enter your password.
  - Provide the encrypted file to other users.
  - Do not email the password to other users. Provide the password over the phone or in person.

## Department Registration Naming Practices

This section gives guidance on what documents to request at registration and how to record names. These suggestions are designed to reduce/eliminate errors in name order, spacing, and spelling.

1. Identify official documents and request that the family brings them to registration.
  - a. Enroll each student **using the name as it appears** on the official document (e.g., birth certificate, immigration document) provided by the family at registration.
  - b. If the name includes two last names, enter both in the last name cell on your data entry screen: Maria Isabel Rojas Villanueva
    - First Name: Maria
    - Middle Name: Isabel
    - Last Name: Rojas Villanueva
  - c. If the name includes a hyphen\*, include it: Enrique Jose Ruiz-Martinez
    - First Name: Enrique
    - Middle Name: Jose
    - Last Name: Ruiz-Martinez
  - d. If the name includes spaces\*, include them: Abdul Rahman Al Alawi
    - First Name: Abdul
    - Middle Name: Rahman
    - Last Name: Al Alawi

*\*If your student information system does not accept hyphens and/or spaces, the vendor should change its coding to accommodate the department's requirements.*

2. If the official document does not list a last name for the student, please use the father's last name. If the birth certificate lists:
  - First Name: Elena
  - Middle Name: Angelica
  - Last Name: \_\_\_\_
  - Father's Last Name: Allende
  - Mother's Last Name: Alvarez
  - Enter the name as: Elena Angelica Allende
3. If the student's father's last name is not listed on the document, please use the mother's last name. If the birth certificate lists:
  - First Name: Khai
  - Middle Name: Van
  - Last Name: \_\_\_\_
  - Father's Last Name: \_\_\_\_
  - Mother's Last Name: Nguyen
  - Enter the name as: Khai Van Nguyen
4. Discuss the importance of using a consistent student name with the family (i.e., same names, order, spelling).
5. If different forms of the student's name exist, write down the name entered at registration, and explain that the same spelling must be used in all transactions with the school system.
6. Verify date of birth and explain the importance of using a consistent date of birth.

## Economically Disadvantaged

- The economically-disadvantaged (ED) subgroup for assessment, accountability, and Basic Education Program (BEP) funding consists of students eligible for free school meals due to:
  - **direct certification of economic disadvantage (J)** as participants in federal/state income/nutrition programs (e.g., TANF, SNAP), or
  - categorical eligibility through their status as **foster care (FOS01)**, **homeless (H)**, **migrant (I)**, and **runaway (U)** students.
- Participants in Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) are:
  - identified from the list that human services provides school nutrition each month, and
  - coded with the J-direct certification of economic disadvantage student classification.
- Homeless, migrant, runaway, and foster care students are:
  - coded with the J-direct cert student classification **in addition to**
  - the FOS01-foster care, H-homeless, I-migrant, and U-runaway student classifications, respectively.
- Since direct certification of economic disadvantage (J), foster care (FOS01), homeless (H), migrant (I), and runaway (U) status apply for the school year, these student classification begin dates may be entered as the enrollment date to facilitate inclusion in the economically disadvantaged subgroup for funding and reporting.
- Eligibility for free meals is extended to all children in a household if one member has been directly certified under the SNAP or TANF assistance programs. These children are also considered to be directly certified. Eligibility is **not** extended to other children in the household if one child is categorically eligible for free meals due to his/her foster care (FOS01), homeless (H), migrant (I), or runaway (U) status.

### ***X, Y, Z, and 3-CEP***

As of 2017–18, the X-free lunch, Y-reduced price lunch, Z-paid lunch, and 3-CEP student classifications are not collected in EIS since they are no longer used for accountability and BEP funding.

# English Learners

## **English Learner Identification Process & English Language Background (ELB) Classifications**

### **Home Language Survey (HLS)**

- When students enter school, their families complete a Home Language Survey (HLS).
  - When the survey indicates that only English is spoken by the student and within the family, the student is:
    - identified as a **native English speaker** and
    - coded with the **E** English language background classification.
  - When the survey indicates that a language other than English is spoken by the student or within the family, the student is:
    - screened for proficiency in English, and
    - the results of the screening determine the student's English language background (ELB) classification.

### **Screening Results: Does Not Qualify for ESL (N or NELB)**

- If the screening indicates that the student is proficient in English, the student:
  - does not qualify for English as a Second Language (ESL) services,
  - is identified as having a **non-English language background**, and
  - is coded with the **N or NELB** English language background classification, which is defined as **first language is not English, and the student never qualified for ESL services**.

### **Screening Results: Qualifies for ESL (English Learners (L & W))**

- If the screening indicates that the student is not proficient in English, the student:
  - qualifies for English as a Second Language (ESL) services,
  - is identified as an **English learner**, and
  - is coded with the **L** English language background classification, which is defined as **first language is not English and qualifies for direct English as a second language (ESL) services**.
- If the parent of an English learner chooses to **waive direct ESL services**, the student:
  - is coded with the **W** English language background classification, which is defined as **an English learner who declined direct ESL services in order to receive ESL services in a regular classroom**.

### **HLS, Screening, and Pre-K Students**

- If a language other than English appears on a **pre-K** student's home language survey, the English language background classification depends on whether or not the student is screened for proficiency in English.
- If the pre-K student is screened for proficiency in English, the results of the screening determine the student's English language background classification as described above.
- If the pre-K student is **not** screened for proficiency in English, the student's English language background classification is entered as **N or NELB**, non-English language background. The status is revisited in kindergarten when the screening occurs and changed to **L** or **W** if the student is not proficient in English.

### **Assessing Progress in Learning English**

- English learners (L & W) take the WIDA Access assessment each spring to measure their progress in

learning English.

- Students who score **below** the exit threshold:
  - continue to receive ESL services,
  - retain the L or W English language background classification, and
  - are tested annually until they meet the exit criteria.
- Students who score **at or above** the exit threshold on the WIDA in the spring begin the transition from ESL in the next school year.

### ***WIDA ACCESS Results and English Language Background (ELB) Classifications***

- WIDA ACCESS results from the **spring of 2021** determine English language background (ELB) classifications for the **next school year, the 2021–22 school year**.
- Students with **L** and **W** English language background classifications in **2020–21** took WIDA ACCESS in spring 2021.
- English learners (**L & W**) take the WIDA Access assessment each spring to measure their progress in learning English.
  - Students who did not meet the exit criteria are coded as **L or W** in 2021–22.
  - Students who **met the exit criteria** are coded as **T1** or **1** in **2021–22**, the first transition year from ESL.
  - The English language background classification changes to T1 or 1 only for the 2021–22 school year – not for the current year nor for prior years.

### ***Transitioning from ESL***

- The transition from ESL is a four-year process.
- There is an English language background classification for each year:
  - **T1 or 1 - Transitional Year 1** - first transition year from ESL,
  - **T2 or 2 - Transitional Year 2** - second transition year from ESL,
  - **T3 or 3 - Transitional Year 3** - third transition year from ESL, and
  - **T4 or 4 - Transitional Year 4** - fourth transition year from ESL.
  - If the transition process progresses without interruptions, the fifth year after exiting ESL, the student:
    - becomes a **former English Learner** and
    - is coded as **F**, which is defined as **former EL status attained upon completion of the fourth transitional year**.

### **English Language Background (ELB) Classifications: Anticipated Progression**

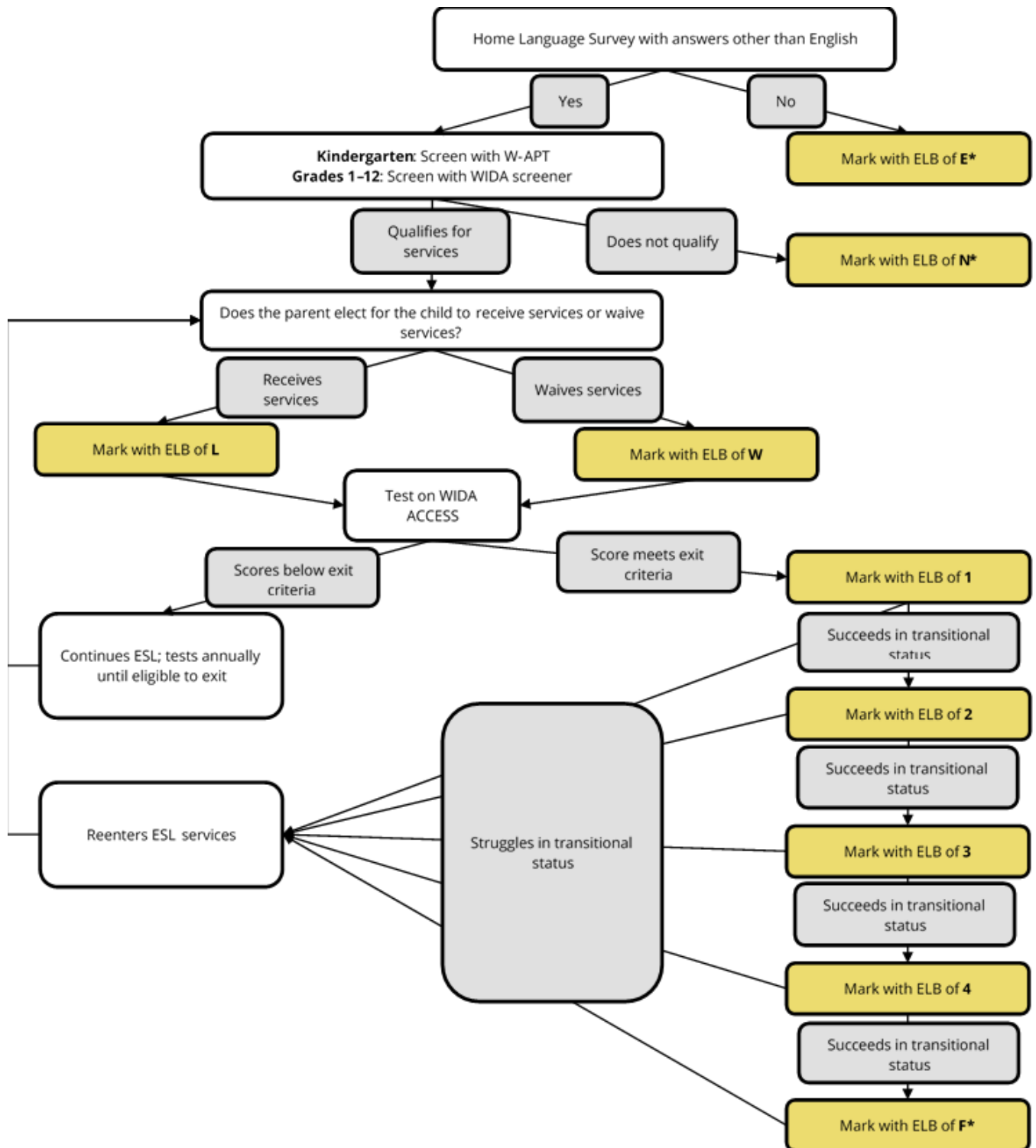
The table below charts and explains the anticipated progression of English language background classifications by presenting the current value, prior year value(s), and next year value(s) for each classification.

<b>English Language Background Classifications: Anticipated Progression</b>			
<b>ELB Code Current Year</b>	<b>ELB Code(s) Prior Year</b>	<b>ELB Code(s) Next Year</b>	<b>Students who progress as expected and were classified as:</b>
E	E	E	E in the current year were E in the prior and will be E the next year.
N	N	N	N in the current year were N in the prior and will be N the next year.
L	L or W	L, W, or 1	L in the current year were L or W the prior year and will be L, W, or 1 the next year depending on the results of the WIDA Access assessment.
W	L or W	L, W, or 1	W in the current year were L or W the prior year and will be L, W, or 1 the next year depending on the results of the WIDA Access assessment.
1	L or W	2	1 in the current year were L or W the prior year and will be 2 the next year.
2	1	3	2 in the current year were 1 the prior year and will be 3 the next year.
3	2	4	3 in the current year were 2 the prior year and will be 4 the next year.
4	3	F	4 in the current year were 3 the prior year and will be F the next year.
F	4 or F	F	F in the current year were 4 or F the prior year and will be F the next year.

### **Re-Classification and Re-Entry into ESL**

- Students who struggle in transition may re-enter ESL and be re-classified as **L** or **W**.
- Under ESSA, LEAs must develop a written re-classification process and follow it in a consistent manner.
- Upon subsequent exit from ESL, students will restart the transition process in the first transition year from ESL and will be coded as **1** (or **T1**) the year after exit.
- **All students should receive the services they need to be successful regardless of English language background.**

## English Learner Identification and Progress Flow Chart



\*LEAs should continue to code students with this value through the end of grade 12.

## **English Language Background (ELB) Classification Summary**

- **English Learner (L)** - first language is not English and qualifies for direct English as a second language (ESL) services
- **Waived Direct ESL Services (W)** - an English learner who declined direct ESL services in order to receive ESL services in a regular classroom
- **Transitional Year 1 (T1 or 1)** - first transition year from ESL
- **Transitional Year 2 (T2 or 2)** - second transition year from ESL
- **Transitional Year 3 (T3 or 3)** - third transition year from ESL
- **Transitional Year 4 (T4 or 4)** - fourth transition year from ESL
- **Former English Learner (F)** - former EL status attained upon completion of the fourth transitional year
- **Non-English Language Background (NELB or N)** - first language is not English and the student never qualified for ESL services
  - NELBs are screened for English language proficiency, because a language other than English appears on the Home Language Survey (HLS).
  - Do not screen for English language proficiency unless a language other than English appears on the Home Language Survey (HLS).
- **English Native (E)** - native English speaker

For additional details, see the EIS Data Dictionary's Appendix E, English Language Background.

### **State BEP Funding**

- Four English language background classifications determine the English learner portion of state BEP funding:
  - English Learner (L),
  - Waived Direct ESL Services (W),
  - Transitional Year 1 (T1 or 1), and
  - Transitional Year 2 (T2 or 2).

### **Federal Reporting**

- For ED Facts files and other federal reporting, use the English language background classifications listed below.
- For **English Learners or Limited English Proficient (LEP)**, use
  - English Learner (L) and
  - Waived Direct ESL services (W).
- For **Former EL Being Monitored or LEP Being Monitored**, use
  - Transitional Year 1 (T1 or 1),
  - Transitional Year 2 (T2 or 2),
  - Transitional Year 3 (T3 or 3), and
  - Transitional Year 4 (T4 or 4).

## English Learners Research Query

To conduct an English learners research query:

- Select Data Reports / Research Query / English Language Learners.
- Choose an English Language Background classification or choose All.

The screenshot shows a web browser window with the URL [doe1.tn.gov/EISReporting/ResearchReports/EnglishLanguageLearners.aspx](https://doe1.tn.gov/EISReporting/ResearchReports/EnglishLanguageLearners.aspx). The page title is "Data Reports" and it is part of the "Tennessee Department of Education" system. The navigation bar includes links for Home, Teacher Quality, Standard Reports, Research Queries, Teacher Reports, Statewide Reports, and Log Out. The main section is titled "ENGLISH LANGUAGE LEARNERS" and contains a form with the following fields:

- School Year: 2020
- School: (empty dropdown)
- Gender: - All Genders -
- English Language Background: English Language Learner (ELL)
- Race: - All Races -
- District: <Select a Value>
- Ethnicity: - All Ethnicities -
- Grade Assignment: - All Grade Assignments -
- Native Language: - All Native Languages -

A "View Report" button is located to the right of the form.

## English Language Learners Research Query Results

The table below illustrates how to use the English language learners research query to check your English language background classification, native language, birth country, and date first enrolled in U.S. school data.

Sch #	Last Name	State ID	ELB	Native Language	Birth Country	Date 1 <sup>st</sup> Enrolled in U.S. School
11	XXX	XXXX	L	SOM	Somalia	8/6/2020
40	XXX	XXXX	W	JAP	Japan	8/3/2021
36	XXX	XXXX	1	SPA	Mexico	8/10/2019
100	XXX	XXXX	2	SPA	United States	8/6/2021
25	XXX	XXXX	3	CHI	China	9/15/2013
25	XXX	XXXX	4	SPA	United States	7/28/2017
36	XXX	XXXX	F	SPA	Mexico	8/1/2010
40	XXX	XXXX	N	SPA	United States	8/7/2017
100	XXX	XXXX	E	ENG	United States	

- *Native Language*
  - Native language is **never** English for **L, W, 1, 2, 3, 4, F,** and **N**.
  - Native language is **always** English for **E**.
  - Enter native language for all students in SIS. SIS packages may default to **ENG** (English) if language is not entered.
  - Native language will **not** upload as **blank** or **ENG** to EIS if English language background was
  - **L, W, 1, 2, 3, 4, F,** or **N** in 2017–18 or later.
- *Birth Country*
  - Complete birth country for all students to ensure that your data are accurate.
  - SIS packages may default to **U.S.** if birth country is not entered.

- *Date First Enrolled in U.S. school*
  - Date first enrolled in U.S. school **cannot** be uploaded as **blank** if:
    - English language background was **L, W, 1, 2, 3, 4, F,** or **N** in 2017–18 or later; or
    - the immigrant flag was **Y** in 2017–18 or later.
  - Enter the date first enrolled in U.S. school for students in grades pre-K-12 who meet the English language background or immigrant criteria described above.
- *Date First Enrolled in ESL*
  - As of 2017–18, date first enrolled in ESL is not collected in EIS.
- *English language Background (ELB) Classification*
  - Since the business rules for date first enrolled in U.S. school and native language on extract 40 are tied to the English language background (ELB) classification on extract 41:
    - English language background (ELB) is a required field on extracts 40 and 41 for 2017–18 and subsequent years.
    - English language background (ELB) is set and edited on extract 41.
    - English language background (ELB) is included on extract 40 only for validation.
    - Extracts that include blank or invalid ELB values generate fatal errors and will not load.

# Foster Care

## ***Best Interests of the Child and School of Origin***

- Under ESSA, states, LEAs, and child welfare agencies (CWA) must collaborate to promote the best interests of foster children including:
  - prioritizing enrollment in school of origin (SOO),
  - immediately enrolling in another school if SOO is not in best interest,
  - transferring academic and other records, and
  - developing procedures to provide and fund transportation.

## ***Federal Definition***

- Children in foster care are defined as children placed away from their parents or guardians **by the Department of Children's Services (DCS)** in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, pre-adoptive institutions, and other settings.

## ***Identification***

- LEAs identify foster care students from the list that DCS provides school nutrition each month.

## ***FOS01-Foster Care Student Classification***

- LEAs flag students on the DCS foster care list with the ***FOS01-foster care*** student classification in SIS and upload to EIS.

## ***Economically Disadvantaged Subgroup***

- Students on the DCS foster care list are part of the economically disadvantaged (ED) subgroup and are coded with ***J-direct certification of economic disadvantage*** student classification **in addition to** the ***FOS01-foster care*** student classification because they are categorically eligible for free school meals due to their foster care status.

## ***Foster Care Status Applies for the School Year***

- Once a student is identified as foster care from the DCS list provided to school nutrition, foster care status applies for the school year.
- The foster care (FOS01) student classification is ***Y*** in the current and all future enrollments *during the school year*.
- When foster care students transfer during the school year, receiving LEAs use the enrollment begin date as the begin date for the foster care (FOS01) student classification.
- The foster care (FOS01) student classification identifies students as foster care for accountability, funding, reporting, and other purposes; do **not** remove the foster care (FOS01) student classification at the end of an enrollment or school year.
- Do **not** roll over the foster care (FOS01) student classification to the next school year.

## ***Reporting***

- Foster care students are a subgroup for graduation rate and assessment/accountability reporting.

## ***Student Classifications Research Query***

- To check your data in EIS, select Data Reports / Research Queries / Student Classifications / Foster Care (FOS01).

## ***Federal Title Allocations***

- The foster care (FOS01) student classification may be used by the department's finance team for federal Title allocations.

# Homeless

A homeless student is a student who lacks a fixed, regular, and adequate nighttime residence and whose primary nighttime residence is one of the following:

- **01 - shelters or transitional housing,**
- **02 - doubled up (living with other persons due to economic reasons),**
- **03 - unsheltered (cars, parks, campgrounds, abandoned buildings, substandard housing), or**
- **04 - hotels/motels due to lack of alternative adequate accommodations.**

The term substandard could apply to any type of structure and is defined as lacking fundamental utilities; infested with vermin/mold; lacking a basic functional part of the home (i.e., toilet/working kitchen); or yielding any unreasonable dangers to adults, children, or persons with disabilities. For additional information on substandard housing, please see the definition used by the U.S. government's housing and urban development (HUD) agency [here](#).

## ***Housing Information to Include on Enrollment Forms***

To help determine if students meet the eligibility requirements for homeless students under the McKinney-Vento Act, please include the following questions on enrollment forms. Responses that require follow up should be forwarded to the LEA's homeless liaison.

1. Is this address temporary or permanent? (Circle one.)
2. Which of the following describe the student's current housing arrangements? (Choose all that apply).
  - House or apartment with parent or guardian
  - Motel, car, park, or campground
  - Shelter or transitional housing
  - With friends or family members (other than or in addition to parent/guardian)
3. If you are living in shared housing, please check all of the following reasons that apply
  - Loss of housing
  - Economic situation
  - Temporarily waiting for house or apartment
  - Provide care for family member
  - Living with boyfriend/girlfriend
  - Loss of employment
  - Parent/guardian is deployed
  - Other (Please explain.)
4. Are you a student under the age of 18 who lives apart from your parents/guardians? (Circle one.)  
Yes/No

## ***Homeless Data***

- Three homeless fields are required for all homeless students.
  - Homeless (H) student classification
  - Primary nighttime residence code (01-04, defined above)
  - Direct certification of economic disadvantage (J) student classification.
- Two other fields apply only to certain homeless students.
  - Homeless unaccompanied youth
  - Homeless served by McKinney-Vento subgrants

## ***Homeless Student Classification (H)***

- **The H-homeless student classification is the core homeless identifier for accountability, assessment, funding, and reporting.**
- The homeless (H) student classification is:
  - **Yes** for homeless students (as defined above).
  - **No** for other students.

### ***Economically Disadvantaged Subgroup***

- Homeless students are part of the economically disadvantaged (ED) subgroup and are coded with ***J-direct certification of economic disadvantage*** student classification **in addition to** the ***H-homeless*** student classification because they are categorically eligible for free school meals due to their homeless status.

### ***Homeless Unaccompanied Youth***

- **Yes** for students who are homeless **and** who are not living with a parent or guardian
- Otherwise, **No** or **Null**

### ***Homeless Served with McKinney-Vento Funds***

- **Yes** for homeless students served by McKinney-Vento subgrants
- Otherwise, **No** or **Null**

### ***2021–22 McKinney-Vento Subgrantees***

The table below provides the LEAID and LEA name of the 24 McKinney-Vento subgrantees in 2021–22.

<b>2021–22 McKinney-Vento Subgrantees</b>							
<b>LEAID</b>	<b>LEA</b>	<b>LEAID</b>	<b>LEA</b>	<b>LEAID</b>	<b>LEA</b>	<b>LEAID</b>	<b>LEA</b>
20	Bedford County	320	Hamblen County	470	Knox County	750	Rutherford County
821	Bristol	330	Hamilton County	570	Madison County	792	Shelby County
100	Carter County	370	Hawkins County	630	Montgomery County	820	Sullivan County
180	Cumberland County	93	Huntingdon	710	Putnam County	830	Sumner County
190	Davidson County	901	Johnson City	720	Rhea County	890	Warren County
240	Fayette County	822	Kingsport	740	Robertson County	950	Wilson County

### ***Homeless Status Applies for the School Year***

- Once a student is identified as homeless, the student is eligible for services for the *remainder of the school year*.
- The homeless (H) student classification is **Y** in the current and all future enrollments *during the school year*.
- Use the appropriate primary nighttime residence code **(01-04)** for each enrollment. Use the code from the initial homeless identification if the student obtains permanent housing.
- When homeless students transfer during the school year, receiving LEAs use the enrollment begin date as the begin date for the homeless fields.
- Use the homeless earlier this year flag (discussed below) and records provided by sending LEAs to ensure that homeless students are identified.
- The homeless (H) student classification identifies students as homeless for accountability, funding, reporting, and other purposes; **do not** remove the homeless (H) student classification and other homeless fields at the end of an enrollment or school year.
- **Do not** roll over the homeless (H) student classification and other homeless fields to the next school year.

### ***Homeless Earlier This Year***

- The homeless earlier this year field is included in the homeless student list research query to flag students who were identified as homeless in a previous enrollment during the school year.

- Please use the homeless earlier this year flag to identify homeless students who transfer into the LEA/school during the school year.
- For additional details, see the Homeless Student List Research Query section.

### Homeless Student List Research Query

- Select Data Reports / Research Queries / Homeless Student List.
- Select Any for all homeless students enrolled in your LEA.
- Download the data to Excel.
- Use the filter function to identify discrepancies between:
  - the homeless primary nighttime residence (fourth column from the right) and the homeless student classification (second from the right); and
  - the homeless (H) student classification (second from right) and the homeless earlier this year flag (far right).
- The No Discrepancies and Discrepancies tables below illustrate how to use the homeless research query to identify these discrepancies.

No Discrepancies							
Sch #	Last Name	State ID	Homeless McKinney- Vento Served	Homeless Residence	Homeless Unaccomp. Youth	Homeless (H) Student Class.	Homeless Earlier This Year
15	XXX	XXX	Y	02	Y	Y	
30	XXX	XXX	Y	04	N	Y	
45	XXX	XXX	N	01	N	Y	Y
55	XXX	XXX	N	03	N	Y	Y

- All homeless students have one of the four homeless residence codes **(01-04)**.
- The homeless (H) student classification is **Y** for all homeless students.
- The homeless earlier this year flag is **Y**, and the homeless (H) student classification is **Y** in subsequent enrollments.

Discrepancies							
Sch #	Last Name	State ID	Homeless McKinney- Vento Served	Homeless Residence	Homeless Unaccomp. Youth	Homeless (H) Stu. Class.	Homeless Earlier This Year
15	XXX	XXX	Y	02	Y	N	
45	XXX	XXX	Y		N	Y	
55	XXX	XXX	N	00	N	Y	
55	XXX	XXX	N		N	N	Y

- The homeless residence is **02**, but the homeless (H) student classification is **N**.
- The homeless student classification is **Y**, but the homeless nighttime residence code is **blank** or **00**.
- The homeless earlier this year flag is **Y**, but the homeless (H) student classification is **N** in a subsequent enrollment.
- Homeless liaisons should follow up to verify homeless status and update SIS/EIS as needed.

### Avoiding Homeless Data Discrepancies

#### SIS Screens

- Train staff on the location of the homeless fields in your SIS; often they appear on more than one screen.

- If you are not familiar with these screens, contact your vendor.

### **Cross Validation**

- SIS packages are required to cross validate the homeless (H) student classification and the primary nighttime residence code.
- Contact your SIS vendor to determine how to implement your package's cross-validation procedures.

### **EIS Extracts**

- When uploading extracts to EIS, determine which extract is needed:
  - Extract 44 for the homeless (H) student classification and
  - Extract 41 for homeless primary nighttime residence, homeless served by McKinney-Vento, and homeless unaccompanied youth.
- Standard sequencing applies when adding the homeless (H) student classification and homeless residence code.
  - Extract 41 must be loaded first.
  - When extract 41 loads homeless residence code values of **01-04**, EIS will accept a homeless student classification value of **H** on extract 44.
  - If the homeless residence code is **Null** or **00** on extract 41, EIS will not accept a homeless student classification value of **H** on extract 44. (A fatal error occurs.)
  - If extracts 41 and 44 are loaded at the same time, extract 41 will process first and then extract 44 will process.
- However, the extracts are loaded in the opposite order when removing the homeless (H) student classification and homeless residence code.
  - Load extract 44 first to remove the **H** submitted for the homeless student classification.
  - Then load extract 41 to remove homeless residence code values **01-04** or change them to **00**.
  - If extracts 41 and 44 are loaded at the same time, extract 41 will process first and generate a fatal error.

### **EIS Homeless Student List Research Query**

- At least once per month, use the homeless student list research query to check your data.
- Download the data to an Excel or CSV file.
- Use the filter function to compare:
  - the homeless primary nighttime residence (fourth column from the right) to the homeless student classification (second from the right); and
  - the homeless (H) student classification (second from right) to the homeless earlier this year flag (far right).
- Research discrepancies.
- Enter corrections in SIS and restage your data to EIS. Corrections populate EIS the day after your data are restaged.

### **Year-End Procedures**

- SIS packages should **not** roll over primary nighttime residence and other homeless fields.
- Do **not** roll over homeless primary nighttime residence and other homeless fields.
- Contact your SIS vendor if you need assistance with "anti-rollover" measures.

## Immigrant

- The immigrant flag is:
  - **Yes** for students who were **not** born in one of the fifty U.S. states, the District of Columbia, or Puerto Rico.
  - **No** for students born in the U.S.
- The immigrant flag is a permanent part of the student record and is **Yes** for students' entire enrollment history.
- When the value of the immigrant flag changes, EIS generates an informational error message that contains the previous value and a request to confirm the new value.
  - If the new value is correct, no further action is needed.
  - If the new value is incorrect, please revise your data in SIS and restage your data in EIS.

### ***Date First Enrolled in U.S. School***

- Date first enrolled in U.S. school is used to identify immigrant students who have been in a U.S. school for three or fewer years.
  - During this three-year period, immigrant students are eligible for Title III immigrant services.
- Date first enrolled in U.S. school **cannot** be uploaded as **blank** if:
  - English language background was **L, W, 1, 2, 3, 4, F, or N** in 2017–18 or later; or
  - the immigrant flag was **Y** in 2017–18 or later.
- Enter the date first enrolled in a U.S. school for students in grades pre-K-12 who meet the English language background or immigrant criteria described above.
- Other changes in date first enrolled in U.S. school generate informational error messages that include the previous value and a request to confirm the new value. Review the values and submit revisions to SIS/EIS if needed.

### ***Birth Country***

- Birth country can **never be blank, unknown, U.S., or Puerto Rico** for immigrants.
- Complete birth country for all students. SIS packages may default to **U.S.** if birth country is not entered.
- When the value of birth country changes, EIS generates an informational error message that contains the previous value and a request to confirm the new value. Review the values and submit revisions to SIS/EIS if needed.

### ***Special Cases and Exceptions***

- U.S. citizens not born in the U.S., including foreign adoptees, qualify as immigrants but may choose to opt out of immigrant status and immigrant services.
- Foreign exchange students are **not** identified as immigrants because they are not eligible for immigrant services.

## Immigrant Students Research Query

- Use the Immigrant Students research query to check your data.
- Select Data Reports / Research Queries / Immigrant Students.
- Select Yes to produce a list of immigrant students.

The screenshot shows a web browser window with two tabs: 'Orion - TDOE Single Sign On' and 'Data Reports'. The address bar shows the URL 'doe1.tn.gov/EISReporting/ResearchReports/ImmigrantStudents.aspx'. The page header includes the Tennessee Department of Education logo and the title 'Data Reports'. A navigation bar contains links for Home, Teacher Quality, Standard Reports, Research Queries, Teacher Reports, Statewide Reports, and Log Out. The main content area is titled 'IMMIGRANT STUDENTS' and features a form with the following fields: School Year (dropdown menu set to 2020), District (dropdown menu set to '<Select a Value>'), School (text input), Ethnicity (dropdown menu set to '- All Ethnicities -'), Gender (dropdown menu set to '- All Genders -'), Grade Assignment (dropdown menu set to '- All Grade Assignments -'), Race (dropdown menu set to '- All Races -'), and Immigrant Student (dropdown menu set to '- All Students -'). A 'View Report' button is located to the right of the form.

## Immigrant Students Research Query Results

- The table below provides sample results from the immigrant research query.
  - Immigrant students are coded **Y** not **N**.
  - Date first enrolled in U.S. school is complete and appears as Month/Day/Year.
  - Birth country is complete and is neither **U.S.** nor **Puerto Rico**.

Immigrant Students Research Query Results					
Sch #	Last Name	State ID	Immigrant	Date 1st Enrolled in U.S. School	Birth Country
5	XXXXX	XXXXX	Y	8/8/2016	Mexico

# Juvenile Justice

## **Withdrawal Code 02 and 11**

- **Withdrawal Code 02 - Withdrawn to DCS Educational Placement:** Withdrawn from the LEA and placed in the custody of the Department of Children's Services (DCS) to be educated in a youth development center or DCS-affiliated school.
- **Withdrawal Code 11 - Court Order:** Court order to placement with the Department of Corrections, county jail, or city jail. (Student was tried and convicted as an adult.)
- For additional information, see the EIS Data Dictionary, Appendix H, Withdrawal Codes.

## **Juvenile Detention Centers (JDCs)**

- Under state law, as of 2018-19, LEAs must provide educational services to students incarcerated in juvenile detention centers (JDCs) licensed by the Department of Children's Services (DCS).
- As of July 1, 2019, state law requires that instruction to students incarcerated in detection centers be a minimum of 4 hours per instructional day.
- Record transfer and instruction are encouraged to occur immediately and are subject to the following timeline.
  - By the fifth instructional day, the receiving LEA will contact the sending LEA for records.
  - By the tenth instructional day, the sending LEA will ensure that all records are sent to the receiving LEA.
  - By the 15th instructional day, the receiving LEA will create an educational service plan (ESP) with the sending LEA.
  - Instruction will start by the 20th instructional day.

## **Juvenile Justice Point of Contact (POC)**

All LEAs must appoint a juvenile justice point of contact (POC) to:

- serve as the point of contact when a student is incarcerated,
- communicate with JDCs and juvenile justice POCs in other LEAs,
- expedite the transfer of records, and
- collaborate with POCs in other LEAs on educational service plans.

## **General Education Students**

When a JDC notifies a LEA that a general education student has been detained:

- The student remains enrolled in the LEA regardless of the location of the JDC.
- The LEA enters the JDC student classification for the student in SIS and uploads it to EIS.
- The juvenile justice POC arranges for the student's educational services with the JDC and the other LEA if the JDC is located in another LEA.
- If the student is placed in a JDC in another LEA, the juvenile justice POC works with the receiving LEA to ensure that all educational records are received in a timely manner and that the student is coded properly in the student information system.

## **Special Education Students**

When a JDC notifies a LEA that a special education student has been detained:

- The student remains enrolled in the LEA only if the JDC is located within the LEA.
- The student is withdrawn from the home LEA and enrolled in the receiving LEA if the JDC is located in another LEA.
- This process assures that the receiving LEA, which is responsible for compliance with IDEA, has access to the IEP in EdPlan (EasyIEP).
- The LEA that enrolls the student during the incarceration enters the juvenile detention center student classification for the facility (see table below) in SIS and uploads it to EIS.

### **Expulsions**

- For students who have been expelled prior to entering a JDC, the home LEA shall end the expulsion and list the disciplinary action end date as the date the student is placed in the JDC.
- When the student is released from the JDC, the LEA should reactivate the expulsion if there is time remaining in the student's expulsion.
  - List the disciplinary action begin date as the first school day after the student is withdrawn from the JDC.
  - Use the original disciplinary offense date to ensure that the incident is not coded as a new incident.

### **Educational Funds Transfer**

- JDC student classifications (described below) indicate where students are placed during incarceration and facilitate the transfer of funds between home and receiving LEAs that provide educational services.
- Funding is based on instructional days.
- Funding is transferred at the close of each school year via BEP funding for the next school year.
- For fund transfer and other fiscal questions, please contact [Maryanne.Durski@tn.gov](mailto:Maryanne.Durski@tn.gov).

### **Juvenile Detention Center Student Classifications (JDC01—JDC17)**

- As shown in the table below, each of the state's 17 juvenile detention centers has a separate student classification.
  - The first three digits are the letters **JDC**.
  - The final two digits are a number between **01** and **17**.
- The date the student enters the JDC is the student classification begin date.
- The date the student leaves the JDC is the student classification end date.
- Do not auto-populate the JDC student classification end date as last day of the school year or any other date.

<b>Juvenile Detention Center Student Classifications</b>			
<b>Code</b>	<b>Facility</b>	<b>Code</b>	<b>Facility</b>
JDC01	Bedford County Juvenile Detention Center	JDC10	Richard L. Bean Service Center / Knox County Juvenile Detention Center
JDC02	Blount County Juvenile Detention Center	JDC11	Rutherford County Juvenile Detention Center
JDC03	Bradley County Juvenile Detention Center	JDC12	Scott County Juvenile Detention Center
JDC04	Davidson County Juvenile Detention Center	JDC13	Sevier County Juvenile Detention Center
JDC05	Hamilton County Juvenile Detention Center	JDC14	Shelby County Juvenile Detention Center
JDC06	Madison County Juvenile Detention Center	JDC15	UHS/McDowell Juvenile Detention
JDC07	Middle Tennessee Juvenile Detention Center	JDC16	Upper East Tennessee Regional Juvenile Detention Center
JDC08	Putnam County Juvenile Detention Center	JDC17	Williamson County Juvenile Detention Center
JDC09	Rhea County Juvenile Detention Center		

### **Student Classifications Research Query**

- To check your data in EIS, select Data Reports / Research Queries / Student Classifications and the code for the facility of interest.
- For example, select JDC Bedford County (JDC01) for the Bedford County Juvenile Detention Center.

### **Quarterly JDC Data Review**

- FPO provides JDC placement and instructional day data to sending and receiving LEAs to review quarterly.
- LEAs review the data, identify discrepancies, submit revisions to SIS/EIS, and contact their non-traditional education programs (NEP) consultant for assistance if needed.

# Migratory

## **Qualifying Move, Certificate of Eligibility (COE), and Qualifying Arrival Date (QAD)**

- Migratory status depends on the student/family having a qualifying move that is tied to certain types of agricultural, fishery, and other employment.
- The State MEP Contractor, acting on behalf of the department, issues a Certificate of Eligibility (COE) to certify students as migratory when they have qualifying moves.<sup>1</sup>
- Migratory students are eligible for migratory services for the 36 months that follow the qualifying arrival date (QAD) (although services typically continue through the completion of a term).
- Students who are eligible for migratory services in:
  - 2021–22 have QAD dates of 9/2/2018 or later.
  - 2020–21 have QAD dates of 9/2/2017 or later.
- Federal reporting includes migratory students enrolled in school or served in summer programs one or more days during the program year (Sept. 1–Aug. 31).

## **TNMigrant Website**

- The State MEP Contractor uses the TNMigrant website (<http://tn.msedd.com>) to exchange documents securely with LEAs.

## **Occupational Survey**

- At the beginning of the school year/enrollment, families complete an occupational survey.
- LEAs help identify migratory students by forwarding occupational surveys to the State MEP Contractor via the TNMigrant website when the family answers **Yes** to the second question.
  - Within the last three years:
    - Has anyone in your immediate family been employed in agriculture/fieldwork, processing and packing, dairy/cattle raising, nursery/greenhouse, forestry, or fishing/fish processing?
- The State MEP Contractor contacts the family and determines whether the move and employment qualify the children for migratory status.

## **ISR**

- The individual student record (ISR) has been replaced by the individual needs assessment (INA).

## **Individual Needs Assessment (INA)**

- Under the Every Student Succeeds Act (ESSA), LEAs must develop individual needs assessments (INA) for migratory students that:
  - identify needs,
  - inform services, and
  - document that INA requirements have been met.
- The INA replaces the individual student record (ISR) for data collection and federal reporting.
- Data from the INA are reported to the United States Department of Education's (ED) Migrant Student Information Exchange (MSIX) data system, which facilitates the exchange of school records for migratory students.
- LEAs must complete the INA in TNMigrant (<tn.msedd.com>) within two weeks of a migratory student's enrollment.
  - When a Certificate of Eligibility (COE) is approved, TNMigrant will notify the LEA migrant

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<sup>1</sup> A child is eligible for migrant educational services if she or he: A) Is younger than 22 (and has not graduated from high school or does not hold a high school equivalency certificate), **AND** B) Is a migratory agricultural worker, migratory fisher or has a parent, spouse, or guardian who is a migratory agricultural worker or migratory fisher, **AND** C) Performs, or has a parent, spouse, or guardian who performs qualifying agriculture or fishing employment as a principle means of livelihood, **AND** D) Has made a move in the last three years, 1) out of economic necessity, 2) from one LEA to another, and 3) from one residence to another; OR in a state that is comprised of a single LEA, has moved from one administrative area to another within such LEA.

- liaison via email that an INA has been started in TNMigrant.
  - The LEA migrant liaison gathers information, collaborates with teachers and others who serve migratory students, and completes the INA in the TNMigrant website ([tn.msedd.com](http://tn.msedd.com)).
- The INA tool in TNMigrant identifies migratory students who are Priority for Service (PFS) based on the information provided.
  - LEAs that accept Title I, Part C funds must give priority to migratory children who qualify for Priority for Service (PFS) status.
- Consult the documents below as you begin your INAs.
  - [MEP INA Protocol](#)
  - [MEP Individual Needs Assessment Instructions](#)
  - [MEP Supplemental Individual Needs Assessment Instructions and Template](#)
- For additional information, please visit [ePlan](#) > TDOE Resources > ESSA Information, Guidance, PPTs, & Webinars > Title I, Part C: Migrant Education Programs or the TNMEP website ([tn-mep.net](http://tn-mep.net)).
- For assistance, please contact [Terry.Garrett@tn.gov](mailto:Terry.Garrett@tn.gov) or [Elena.Cruz@tn-mep.net](mailto:Elena.Cruz@tn-mep.net).

### ***Identifying and Flagging Migratory Students***

- Identifying and flagging migratory students requires four steps.
  - Step 1: Review the migratory student list posted monthly in the TNMigrant website.
  - Step 2: Enter the migrant (I) student classification in SIS.
  - Step 3: Upload the migrant (I) student classification to EIS.
  - Step 4: Check your data in EIS.

#### ***Step 1: Review the Migratory Student List in the TNMigrant Website.***

- **Before flagging students as migratory in SIS/EIS**, log in to the TNMigrant website at <http://tn.msedd.com>.
- Go to the Resources tab. All files will be shared in this section.
- Review the Migratory Student List Excel files posted monthly.
- Pay close attention to the Action Needed column (rightmost column).
- If you do not see a Migratory Student List in your TNMigrant/ Resources tab, no migratory students are enrolled in your LEA during the school year.

#### ***Sample Migratory Student Excel File Posted in TNMigrant Website***

As shown in the table below, the Action Needed column includes one of four actions for each record included in the file:

- **Row 1:** The student has a QAD that falls within the eligibility period but has not been flagged with the migrant (I) student classification in SIS/EIS.
  - **Action Needed: Add the *migrant (I)* student classification in SIS/EIS** to identify this student as migratory.
- **Row 2:** The student does not have a QAD but has been flagged with the migrant (I) student classification in SIS/EIS.
  - **Action Needed: Remove the *migrant (I)* student classification in SIS/EIS;** this student is not migratory.
- **Row 3:** The student has a QAD that falls within the eligibility period and has been flagged with the migrant (I) student classification in SIS/EIS.
  - **Action Needed: None;** the *migrant (I)* student classification is correct in SIS/EIS.
- **Row 4:** The child or youth is identified as migratory by TNMEP, but a school enrollment has not been identified.
  - **Action Needed: If the student is enrolled in the LEA, add the *migrant (I)* student classification in SIS/EIS** to identify this student as migratory.

Sample Migratory Student List Excel File							
QAD	State ID	Name	Sch #	Enroll. Date	With. Date	Migrant (I) Stu. Class.	Action Needed
5/15/2021	XXXX	XXXX	20	8/1/2021			Add migrant (I) - Student is migratory.
	XXXX	XXXX	20	8/1/2021		I	Remove migrant (I) - Student is not migratory.
1/15/2020	XXXX	XXXX	20	8/1/2021			None – Migrant (I) is correct in SIS/EIS.
6/20/2021	XXXX	XXXX	20			I	Identified as migratory by TNMEP, but school enrollment not identified. Add migrant (I) if enrolled in LEA.

### Step 2: Entering the Migrant (I) Student Classification in SIS

- Add/remove the migrant (I) student classification in your SIS for each record with an Add/Remove entry in the Action Needed column in the Migratory Student List posted monthly in the TNMigrant website.
- **Migratory status applies for the school year.**
  - When migratory students transfer during the school year, receiving LEAs, use the enrollment begin date as the migrant (I) student classification begin date.
  - The migrant (I) student classification identifies students as migratory for accountability, funding, reporting, and other purposes; do **not** remove the migrant (I) student classification at the end of an enrollment or school year.
  - Do **not** roll over the migrant (I) student classification to the next school year.

### Step 3: Uploading Your Data to EIS

- After you have entered your migrant (I) student classification data in your SIS, upload your data to EIS. The data will populate EIS the day after the upload.

### Step 4: Checking Your Data in EIS

- Log in to EIS to confirm that the revisions uploaded to EIS correctly.
- Select Data Reports / Research Queries / Student Classifications / Migrant (I).

## Student Classifications Research Query: Migrant (I)

The screenshot shows a web browser window with the URL [doe1.tn.gov/EISReporting/ResearchReports/StudentClassifications.aspx](https://doe1.tn.gov/EISReporting/ResearchReports/StudentClassifications.aspx). The page is titled "Data Reports" and "Tennessee Department of Education". It features a navigation bar with links: Home, Teacher Quality, Standard Reports, Research Queries, Teacher Reports, Statewide Reports, and Log Out. The main content area is titled "STUDENT CLASSIFICATIONS" and contains a form with the following fields:

- School Year: 2020
- District: <Select a Value>
- School: [Dropdown]
- Ethnicity: - All Ethnicities -
- Gender: - All Genders -
- Grade Assignment: - All Grade Assignments -
- Race: - All Races -
- Student Classifications: Migrant (I)

A "View Report" button is located to the right of the form.

### Student Classifications Research Query Results: Migrant (I)

- Review the students flagged with the migrant (I) student classification.
- If there are discrepancies, enter corrections in your SIS and upload revisions to EIS.

Student Classifications Research Query Results: Migrant (I)						
Sch #	Last Name	State ID	DOB	Sex	Grade	Stu. Class.
25	XXXXX	XXXXX	XXX	F	5	I
90	XXXXX	XXXXX	XXX	M	12	I

### ***Economically Disadvantaged Subgroup***

- Migratory students are part of the economically disadvantaged (ED) subgroup and are coded with the ***direct certification of economic disadvantage (J)*** student classification **in addition** to the ***migrant (I)*** student classification because they are categorically eligible for free school meals due to their migratory status.

## Military Dependents

State and federal policymakers seek to help LEAs better understand the relationship between military life and student performance.

- State legislation requires LEAs to identify students whose parents or guardians serve in the military.
- Under federal regulations related to the Every Student Succeeds Act (ESSA), students with parents or guardians on active duty military service are a subgroup for assessment reporting.

For information on military dependent status data collected in EIS, please review the frequently asked questions and answers provided below.

### ***What student classification are collected in EIS to indicate parent/guardian military status?***

- There are three student classifications for military dependents in EIS:
  - **4-active duty military dependent,**
  - **5-national guard military dependent, and**
  - **6-reserve military dependent.**

### ***How do LEAs collect military dependent status?***

- LEAs collect these data through:
  - their registration/enrollment procedures, or
  - a survey or form that supplements registration/enrollment procedures.

### ***Which students should be coded as 4-active duty military dependent?***

- Students with a parent or guardian on:
  - full-time army, navy, air force, marine corps, or coast guard duty,
  - full-time national guard duty, or
  - active guard reserve (full-time reserve duty).

### ***Which students should be coded as 5-national guard military dependent?***

- Students with a parent or guardian who participates in the national guard on a part-time basis

### ***Which students should be coded as 6-reserve military dependent?***

- Students with a parent or guardian who participates on a part-time basis in a reserve force of a branch of the armed forces (army, navy, air force, marine corps, or coast guard)

### ***What if both parents are active duty military?***

- The student would be coded once with student classification 4.

### ***What if one parent is active duty military and one parent has part-time reserve or national guard duty?***

- The student would be flagged with student classification 4 and either classification 6 or classification 5 (whichever applies).

### ***What if a student is enlisting in the military?***

- These classifications refer to the status of the student's parent or guardian. These classifications do not refer to students who are entering the military.

### ***How can I check my data in EIS?***

- Use the Student Classifications Research Query.
- Select Data Reports / Research Queries / Student Classifications / 4-Active Duty Military Dependent / 5-National Guard Military Dependent / 6-Reserve Military Dependent.

### ***Where can I find more information?***

- Resources, free tools, and additional information on military-connected students are available on the Military Child Education Coalition (MCEC) website ([here](#)).
- Information about the U.S. Department of Education's (ED) commitment to and services for military families is available on ED's website ([here](#)).

## Race-Ethnicity

A two-step process identifies race-ethnicity for all students.

Step 1: Each family identifies each student as Hispanic or non- Hispanic.	
Code	Hispanic or Non-Hispanic
H	Hispanic or Latino
N	Non-Hispanic

Step 2: Each family identifies <i>ALL</i> races that apply for each student.	
Code	Race
I	American Indian or Alaskan Native
A	Asian
P	Native Hawaiian or Other Pacific Islander
B	Black or African American
W	White

Source: EIS Data Dictionary, Appendix C, Race / Ethnic Origin

### ***Race-Ethnicity Examples***

As shown in the table below, students with birth or ancestral ties to the same country or region may report different race-ethnicities.

Race-Ethnicity Examples		
Student	Birth Country or Ancestor From	Race-Ethnicity
Joe Artois	Haiti	Non-Hispanic Black/African American
Jose Rodriquez	Mexico	Hispanic White
Juana Martinez	Peru	Hispanic White American Indian/Alaskan Native
Dolores Smith	Dominican Republic	Hispanic Black/African American
Omar Khan	Pakistan	Non-Hispanic Asian
Roohi Singh	India	Non-Hispanic Asian White

## Runaway

- A runaway is a youth under the age of 18 who leaves his/her home/legal residence without the permission of a parent or guardian.
- Runaway students are flagged with the ***U-runaway*** student classification.
- Runaway students are part of the economically disadvantaged (ED) subgroup and are coded with the ***J-direct certification of economic disadvantage*** student classification **in addition to** the ***U-runaway*** student classification because they are categorically eligible for free school meals due to their runaway status.
- Use the Student Classifications Research Query to check your data.
- Select Data Reports / Research Queries / Student Classifications / Runaway (U).

# Students with Disabilities

## *Students with Disabilities Research Query*

- Select Data Reports / Research Queries / Students with Disabilities.
- Select Disability Code. Select among codes **1-18**.
- Disability codes **3** (intellectually gifted) and **16** (functional delay) are excluded from federal reporting.
- These data are transmitted to EIS from Easy/IEP.

Special Education Disability Codes	
1- Specific Learning Disability	10 - Deafness
2 - Intellectual Disability	11 - Hearing Impairments
3 - Intellectually Gifted	12 - Blind
4 - Speech Impairments	13 - Visual Impairments
5 - Language Impairments	14 - Deaf-Blindness
6 - Emotional Disturbance	15 - Multiple Disabilities
7 - Autism	16 - Functional Delay
8 - Other- Health Impairments	17 - Developmental Delay
9 - Orthopedic Impairments	18 - Traumatic Brain Injury

For additional information, see the EIS Data Dictionary, Appendix N, Special Education Disability Codes.

# Teachers and Other Licensed Staff

## Staff Current Assignments Research Query

- Staff assignments are used for comparability and other federal reporting.
- All teachers and other school-based, licensed educators (principals, assistant principals, supervisors, instructional coaches, librarians, media specialists, counselors, social workers, psychologists, speech therapists, etc.) must have a current assignment(s) uploaded to EIS from your student information system for the current school year.
- For additional information on assignments and codes, see EIS Data Appendix I and the crosswalk between EIS and TNCompass staff assignment codes.
- LEAs submit one record per staff member, school, and assignment
- Assignments have a begin date and end date for each school year. Check assignment begin and end dates for accuracy.
- As of 2021-22, EIS collects three funding source fields that are reported in full-time equivalents (FTEs) for each staff current assignment: federal funding source, state/local funding source, and other funding source.
  - Funding source FTEs are expected to range between 0 and 1.0.
    - 1.0 indicates that the assignment is full-time and entirely funded by one funding source.
    - 0 indicates that the funding source did not support the assignment.
    - Values between 0 and 1.0 are used to report funding for assignments that are less than full-time or funded by multiple sources.
    - Funding source FTEs summed across all assignments total 1.0 for licensed, full-time, school-based staff members and less than 1.0 for part-time staff members.
  - EIS will accept null values and zero to three decimal places for the funding source FTE fields.
    - Using 0 as an example, accepted values are 0, 0.0, 0.00, and 0.000.
    - Using .5 as an example, accepted values are 0.5, 0.50, and 0.500.
    - Using 1 as an example, accepted values are 1, 1.0, 1.00, and 1.000.

**To check licensed staff assignment data, select Data Reports / Research Queries / Staff Current Assignment.**

- For results for all licensed staff, select **All Current Assignments**.
- For a specific assignment, select an assignment code. For example, select **ESL Teacher** for ESL teachers.

The screenshot shows a web browser window with the URL [doe1.tn.gov/EISReporting/ResearchReports/StaffCurrentAssignments.aspx](https://doe1.tn.gov/EISReporting/ResearchReports/StaffCurrentAssignments.aspx). The page has a blue header with the Tennessee Department of Education logo and the text "Data Reports". Below the header is a navigation bar with links: Home, Teacher Quality, Standard Reports, Research Queries, Teacher Reports, Statewide Reports, and Log Out. The main content area is titled "STAFF CURRENT ASSIGNMENTS" and contains a form with the following fields:

- School Year: 2020 (dropdown menu)
- District: <Select a Value> (dropdown menu)
- School: (empty dropdown menu)
- Current Assignment: - All Current Assignments - (dropdown menu)
- View Report (button)

The form is set against a light gray background with a white border.

**Staff Current Assignments Research Query Results: All Current Assignments**

- As shown in the table below, the staff current assignments research query results include ethnicity, race, and assignment code, name, begin date, and end date as well as the three funding source FTE fields (federal, state/local, and other).

Staff Current Assignment Research Query Results: All Current Assignments										
Sch #	Last Name	Ethnicity	Race	Assignment Code	Assignment Name	Begin Date	End Date	Federal Funding Source (FTE)	State/Local Funding Source (FTE)	Other Funding Source
5	Johnson	Non-Hispanic	B	EL	ESL Teacher	8/6/2021		0	1.0	0
5	Perez	Hispanic	W	7C	Grade 7 Science	8/6/2021		0	0.5	0
5	Perez	Hispanic	W	IC	Instructional Coach	8/6/2021		0.5	0	0
5	Smith	Non-Hispanic	W	SW	Social Worker	8/6/2021		0	0	0.25

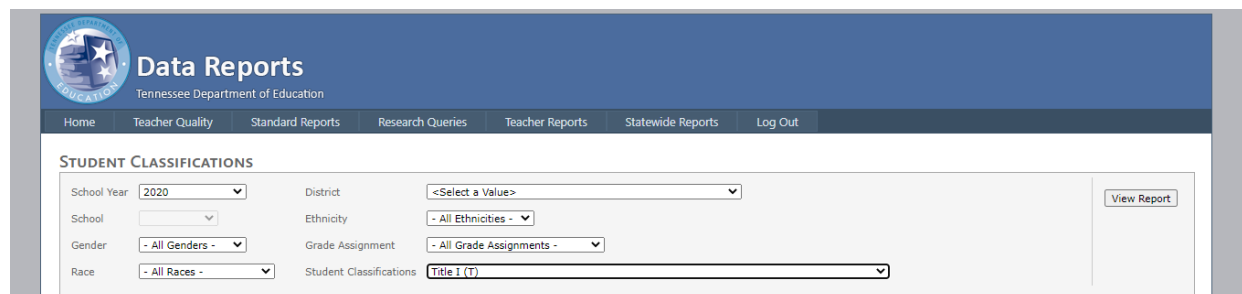
# Title I

## Title I: K–12 Schoolwide

- Students enrolled in grades K–12 in Title I Schoolwide schools are Title I and are flagged with the **Title I (T)** student classification.
- Special Education Walk-Ins: Private school, homeschool, and preschool students receiving only special education services in Title I Schoolwide schools are not Title I and should not be coded with the Title I (T) student classification. For additional information on special education “walk-ins,” please contact [Zachary.Stone@tn.gov](mailto:Zachary.Stone@tn.gov).

### Student Classifications Research Query: Title I

- Select Data Reports / Research Queries / Student Classifications.
- Select Student Classifications and Title I (T).



### Student Classifications Research Query Results: Title I K–12 Schoolwide

As shown in the table below, students enrolled in grades K–12 in Title I Schoolwide schools are Title I and flagged with the Title I (T) student classification.

Student Classifications Research Query Results: Title I K–12 Schoolwide				
Sch #	Last Name	State ID	Grade	Stud. Class.
10	XXXXX	XXXXX	K	T
10	XXXXX	XXXXX	1	T
10	XXXXX	XXXXX	2	T
10	XXXXX	XXXXX	...	T
10	XXXXX	XXXXX	11	T
10	XXXXX	XXXXX	12	T

## Title I: Pre-Kindergarten

### Title I Funded Pre-K Classes and Students

- Most pre-K students are not Title I, even in Title I Schoolwide schools.
- Title I Pre-K status depends on whether Title I funds support the class and student.
- As shown in the table below, there are three types of Title I pre-K classes: Schoolwide (School D), Targeted Assistance (School E), and non-Title I (School F).

#### Schoolwide

- All pre-K students enrolled in **Title I funded preschool classes** in Title I Schoolwide schools are Title I students.
- School D is a Title I Schoolwide school that has a preschool class funded by Title I.
  - All 20 students enrolled in the class are Title I and are coded with the **Title I (T)** student classification.

### **Targeted Assistance**

- Pre-K students enrolled in **Title I Targeted Assistance funded preschool classes and supported by Title I Targeted Assistance funds** are Title I students.
- School E has a preschool class funded by Title I Targeted Assistance.
  - Fifteen of the 25 students in the class are supported by Title I funds.
  - These 15 students are Title I students and are coded with the **Title I (T)** student classification.
  - The other 10 students are not supported by Title I and are not Title I students.

### **Non-Title I**

- Pre-K students enrolled in **state/local/grant/IDEA funded preschool classes** are **not** Title I students.
- School F has a preschool class that is not funded by Title I.
  - School F has **no** Title I pre-K students and **no** preschool students are coded as **Title I (T)**.

Title I Pre-K Students				
Sch #	School	Title I Pre-K Program Status	P3 & P4 Students Coded as Title I (T)	P3 & P4 Enrollment
4	D	SW	20	20
5	E	TA	15	25
6	F			30

### **Title I Pre-K School List**

To determine whether your LEA has Title I pre-K classes:

- review the Title I pre-K list that FPO posts in ePlan / TDOE Resources / Title I Schools in Tennessee / Year (no login required); or
- check your LEA's Consolidated Application.

### **Student Classifications Research Query**

- Select Data Reports / Research Queries / Student Classifications.
- Select Student Classifications and Title I (T). Select Grade and P3 or P4.

## **Title I: K-12 Targeted Assistance**

### **Title I Status**

- **Yes (Y)** - Students receiving Title I instructional or support services in Title I Targeted Assistance schools
- **No (N)** - Students not receiving Title I instructional or support services in Title I Targeted Assistance Schools

### **Targeted Assistance Instructional Services**

- **Yes (Y)** for each instructional service received by Title I students in Title I Targeted Assistance (TA) schools:
  - 01-Math
  - 02-RLA
  - 03-Science
  - 04-Social Studies
  - 05-Vocational
  - 06-Other
- **No (N)** otherwise

### **Targeted Assistance Support Services**

- **Yes (Y)** for each support service received by Title I students in Title I Targeted Assistance (TA) schools:
  - **01-Health**
  - **02-Dental**

- **03-Eye Care**
- **04-Guidance**
- **05-Advocacy**
- **06-Other**
- **No (N)** otherwise

### ***Title I Targeted Assistance Research Query***

- Select Data Reports / Research Queries / Targeted Assistance List.
- Select a School or All Schools.

### ***Title I Targeted Assistance Research Query Results***

As shown in the table below,

- **Y** must appear in at least one instructional or support service for students identified as Title I (T) in Title I Targeted Assistance schools.
- **N** must appear in all Instructional and support services for students **not** identified as Title I (T) in Title I Targeted Assistance Schools.

<b>Title I Targeted Assistance Research Query Results</b>															
				<b>Instructional Services</b>						<b>Support Services</b>					
<b>Sch #</b>	<b>School</b>	<b>State ID</b>	<b>Title I Status (T)</b>	<b>01 -Math</b>	<b>02 -RLA</b>	<b>03-Science</b>	<b>04-Social</b>	<b>05-Vocational</b>	<b>06-Other</b>	<b>01 -Health</b>	<b>02- Dental</b>	<b>03-Eye Care</b>	<b>04-Guidance</b>	<b>05-Advocacy</b>	<b>06-Other</b>
15	XXXXX	XXXXX	Y	Y	Y	Y	Y	N	N	Y	Y	Y	N	N	N
15	XXXXX	XXXXX	Y	Y	N	Y	N	N	N	N	N	N	Y	Y	N
15	XXXXX	XXXXX	N	N	N	N	N	N	N	N	N	N	N	N	N
15	XXXXX	XXXXX	N	N	N	N	N	N	N	N	N	N	N	N	N